

Note for Lynch, Bill

From: Murphy, Virginia
Date: Thu, Nov 16, 1995 8:54 AM
Subject: RE: Suspension Notice
To: Lynch, Bill

will do - thanks a lot Bill

From: Lynch, Bill on Thu, Nov 16, 1995 8:22 AM
Subject: RE: Suspension Notice
To: Murphy, Virginia

The Notice of Disposal Suspension should be issued through our group. The format used includes a cover memo which Legal has tried to standardize and an attachment which details the record categories on disposal suspension. In the case of limited distributions we often cc: the responsible individuals within the departments. John Mulderig is at Shook, Hardy & Bacon today and when he calls in Kelly will ask him how he would like to proceed. In the interim, could you provide me with a copy of the subpoena so we know the record types and media formats to be placed on suspension. Please call when ready and my secretary will pick it up. Thanks.

From: Murphy, Virginia on Wed, Nov 15, 1995 8:37 PM
Subject: Suspension Notice
To: Lynch, Bill

Hi Bill - PM USA was recently served with a non-party subpoena for the production of documents. Wachtell is working to limit the scope of the request but the process is likely to be slow. In the interim, I must distribute a document suspension notice to members of the marketing, purchasing and finance departments.

Will you please tell me the proper procedure (ie do I write and you distribute or do I give you necessary info and you place in proper format)? I'm more than willing to do whatever is appropriate the minute you tell me what to do.

Thanks

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